C 328 | 194-50

App. F. IX-4

1949 (50) (CB)

File No. 108-(47)

Previous References

Serial Nos. 1

Later References

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One ✓

Part B for Sept 1949

SUBJECT

Proceedings of the Meeting of the Secretaries to Govt held on 9th August 1949.

No 108-32/1 CB.

To

The Secretaries to Govt

Sm 11/10

AGENDA for THE MEETING OF SECRETARIES TO GOVERNMENT TO BE HELD ON 9TH AUGUST 1949 AT 4-30 P.M.

(1) Marking of files to all the Ministers concerned.

(2) Arrangements of papers in a file after weeding out all unnecessary and useless odds and ends of paper, paragraphing notes, filling up the sub... ...adings on Note Sheets, providing sufficient additional Note Sheets, etc.

(3) Procedure in regard to consulting the Finance Department, more particularly the procedure to be observed in cases of disagreement between the Financial Secretary and the Administrative Minister or between Ministers.

Draft proceedings of meeting for approval before issue.

Chief Secy 11/8

(4) Delay in attending to correspondence with the Government of India.

(5) States Ministry to be advised ~~in all~~ on all important matters and copies of correspondence to be sent to them invariably.

(6) Attendance in the Secretariat.

(7) Maintenance of discipline, grant of Increment, etc.

(8) Allocation Statement of Departments which are pending in the Secretariat.

(9) Copies of all Government Orders issued in the various Branches to be sent to Confidential Branch (Council Section).

(10) Arrear Lists.

Chief Secy 9.8.49

9.8.49

851
CB

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30 P.M. in the Council Room, Old Public Offices.

~~Draft~~ D.S.N is submitted for approval.

Sdn
30/8

Chief Secy)

DMR
31/8/49

CHIEF SECRETARY
1984
31 AUG
GOVT. OF MYSORE

30.8.49

Ch Minr)

TCS
31/8

DMR
1.9.49

Office of the Chief Minister

No. 1554

Date of Receipt 1/9/49

Date of Return .....

Draft. H.H.290

I submit herewith for the gracious perusal of His Highness a copy of Proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30.P.M. in the Council room, Old Public Offices.

Chief Minister.

31/8/49

30.8.49

No 1663-72/c

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30 P.M. in the Council room. Old Public Offices.

The Chief Minister presided at the meeting. All the Secretaries to Government except the Secretary for Public Health, Food & Civil Supplies who was out of Headquarters and the Secretary for P.W. & Electricity who was on casual leave were present.

The Chief Minister opened the meeting by referring to the change in the Constitution and the need for greater effort on behalf of all Secretariat Officers in getting through Government work expeditiously and satisfactorily.

The following points were mentioned:-

(1) Enforcement of attendance punctually at 11 A.M., of all officials and officers of the Secretariat and seeing that the maximum output was obtained during office hours allowing for half an hour's interval during the day.

(2) Maintenance of discipline amongst all ranks, great care in sanctioning increments and general toning up of entire personage.

(3) The Secretaries were requested not to

send up recommendations indicriminately for advance increments, allowances etc. outside the M.S.R.

(4) The marking of the files to all Ministers, Secretaries concerned was not properly being adhered to. The Secretaries were requested to instruct all concerned to see that the files are sent to Ministers and Secretaries if the subject matter refer to any branch of work relating to them.

(5) The arrangement of papers in a file, weeding out all unnecessary and useless bits of papers and notes, numbering paragraphs, entering subject headings on tops of note sheets, providing sufficient additional note sheets, flaging all important references ~~are all points which~~ have to be attended to with greater care in accordance with the procedure laid down in the Official Manual

(6) In regard to matters relating to consultation of the Finance Department, rules laid down in the Council Business Rules ~~have~~ are not ~~been~~ being followed. He requested the Secretaries and others concerned to go through the rules again carefully and to see that the procedure ~~is~~ were strictly followed. Very recently, the Chief Minister had to note on as many as 25 files that the file was not marked by the Administrative

Secretary or by the Administrative Minister to the Finance Minister when a difference between the Finance ~~Department~~ Secretary and the Administrative ~~Secretary~~ Dept. was established.

(7) There was considerable delay in attending to correspondence with the Government of India and recently a few cases where matters had not been attended to for months in the Secretariat were noticed. It was pointed out that there should be no delay whatsoever in dealing with such matters, and ordinarily, acknowledgements should go immediately the letter is received in the Administrative Secretariat whether directly or through the Chief Secretary and that after attending to the matter with all quickness possible, the ~~xxxxxxx~~ reply should go to the Government of India, with a copy always to the Ministry of States. (Keeping the Ministry of States informed of all important matters would help in securing early disposal of the questions at the other end. It ~~is~~ was also stated that the file should be sent to the Chief Secretary in all important cases before issue of a letter to the Government of India (an O.M. has already been issued in the matter).

(8) The Secretaries were also asked to obtain allocation statements wherever the Departments had not yet sent them or to finalise pro- ~~cases~~ if they were pending in the Secretariat

and to put them up for orders without any further delay.

(9) Copies of all Government Orders issuing from various branches of the Secretariat (except in routine cases) should be sent ~~at the time of~~ as soon as they issue to the Confidential Branch as they have to be sorted and put up before the Cabinet meeting/every week by the Chief Secretary.

(10) Great importance should be given to the proper maintenance of arrear lists and periodical scrutiny of the various pending subjects.

The meeting terminated at 5.15. P.M.

11/8

Chief Secretary to Government.

Copy to all the Secretaries to Government.

C.S. 11/8/49

Submitted to His Highness.

I submit herewith, for the gracious perusal of His Highness, a copy of the proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30. P.M., in the Council Room, Old Public Offices.

K. Chengalaraya Reddy.

CHIEF MINISTER.

Bangalore,

3rd September 1949.

C.328/49-50.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949.

Order.

K.N.
6/9/49.

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Chief Secy
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C·328/49-50. 851/CB

General and Revenue Secretariat.

WD 06173—GPB—2,000—21-4-49

SUBJECT:—

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949.

Circulated to Council of Ministers for perusal of His Highness' orders ~~before~~/after issue of orders.

Chief Secretary to Government. 9/9

Through the Secretary to Government,

.....C.B.....Department.

1. Chief Minister. (Seen)
2. Minister for Finance and Industries. 10/9/49
3. Minister for Law and Labour. 12/9
4. Minister for Revenue and Public Works. 19.
5. Home Minister. 19.
6. Minister for Local Self-Government. 19/9
7. Minister for Public Health and Excise. 16.1x
8. Minister for Education. 21/9
9. Minister for City Municipalities and Muzrai. 25/9

1243 10-9-49 · 1649 12/9/49 · 2381 14/9/49 · 4186 16/9 · 1345 20/9/49 · 1419 21/9 · 1634 21.9.49 · 1228 24/9/49

GENERAL & REVENUE SECRETARIAT Council Section 23 SEP 1949 CONFIDENTIAL BRANCH

B

NOTE—Contn. sheet

C.S. Secretary to Government, Department with compliments. 24/9/49

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30 P.M. in the Council room, Old Public Offices.

The Chief Minister presided at the meeting. All the Secretaries to Government except the Secretary for Public Health, Food and Civil Supplies who was out of headquarters and the Secretary for Public Works & Electricity who was on casual leave were present.

The Chief Minister opened the meeting by referring to the change in the Constitution and the need for greater effort on behalf of all Secretariat Officers in getting through Government work expeditiously and satisfactorily

The following points were mentioned:-

(1) Enforcement of attendance punctually at 11 A.M.. of all officials and officers of the Secretariat and seeing that the maximum output was obtained during office hours, allowing for half an hour's interval during the day.

(2) Maintenance of discipline amongst all ranks, great care in sanctioning increments and general toning up of entire personage.

3) The Secretaries were requested not to send up recommendations indiscriminately for advance increments, allowances etc.. outside the M.S.R.

(4) The marking of the files to all Ministers, Secretaries concerned was not properly being adhered to .The Secretaries were requested to instruct all concerned to see that the files are sent to Ministers and Secretaries if the subject matter refer to any branch of work relating to them.

(5) The arrangement of papers in a file, weeding out all unnecessary and useless bits of papers and notes, numbering paragraphs, entering subject headings on tops of note sheets.

providing sufficient additional note sheets, flagging important references have all to be attended to with greater care in accordance with the procedure laid down in the Office Manual.

(6) In regard to matters relating to consultation of the Finance Department, rules laid down in the Council Business Rules are not being followed. He requested the Secretaries and others concerned to go through the rules again carefully and to see that the procedure were strictly followed. Very recently, the Chief Minister had to note on as many as 25 files that the file was not marked by the Administrative Secretary or by the Administrative Minister to the Finance Minister when a difference between the Finance Secretary and the Administrative Department was established

(7) There was considerable delay in attending to correspondence with the Government of India and recently a few cases where matters had not been attended to for months in the Secretariat were noticed. It was pointed out that there should be no delay whatsoever in dealing with such matters, and ordinarily, acknowledgements should go immediately the letter is received in the Administrative Secretariat whether directly or through that after attending to the matter with all quickness possible, reply should go to the Government of India with a copy always to the Ministry of States Keeping the Ministry of States informed of all important matters would help in securing early disposal of the questions at the other end It was also stated that the file should be sent to the Chief Secretary in all important cases before issue of a letter to the Government of India (an O.M. has already been issued in the matter

(8) The Secretaries were also asked to obtain allocation statements wherever the Departments had not yet sent them or to finalise proposals if they were pending in the Secretariat and

and to put them up for orders without any further delay.

(9) Copies of all Government Orders issuing from various branches of the Secretariat (except in routine cases) should be sent as soon as they issue to the Confidential Branch as they have to be sorted and put up before the Cabinet meeting every week by the Chief Secretary

(10) Great importance should be given to the proper maintenance of arrear lists and periodical scrutiny of the various pending subjects

The meeting terminated at 5.15 P.M

Sd/- Ramakrishnaiya

Chief Secretary to Government.

The Secretaries to Government

No. 1663-24/CD

Proceedings of the meeting of the Secretaries to Government held on 9th August 1949 at 4.30 P.M. in the Council room. Old Public Offices

The Chief Minister presided at the meeting. All the Secretaries to Government except the Secretary for Public Health, Food and Civil Supplies who was out of Headquarters and the Secretary for Public Works & Electricity who was on casual leave were present.

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Issued to all Secretary to Govt

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Chief Secretary to Government.

The Secretaries to Government)

(G) 3-72 1-C8

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Sd/- R. Ramakrishnaya
Chief Secretary to Government.

The Secretaries to Government.

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The meeting terminated at 5.15 P.M.

Chief Secretary to Government.

The Secretaries to Government).